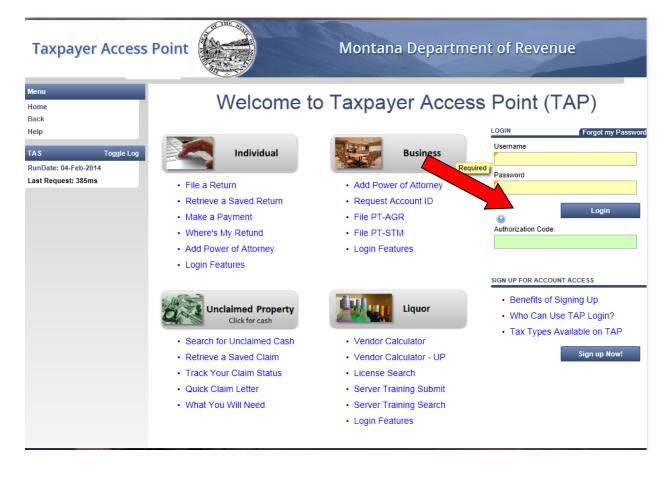
Out of Stock Sales Item Credit Request

Go to the TAP website at https://revenue.mt.gov TAP Login

You must be registered before trying to Login.

Type "Username", "Password" and "Authorization Code".

Click "Login".



Click "Account ID"

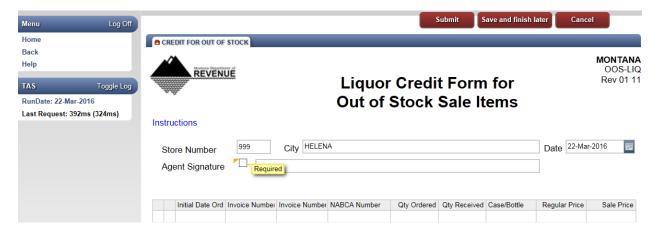


After Logging in and selecting your account, Click "Submit Credit for OOS".

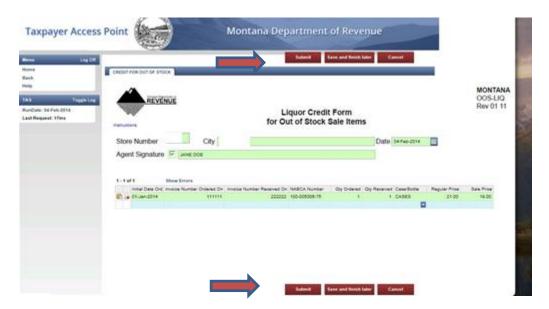


email: MLohrman@mt.gov Page 2

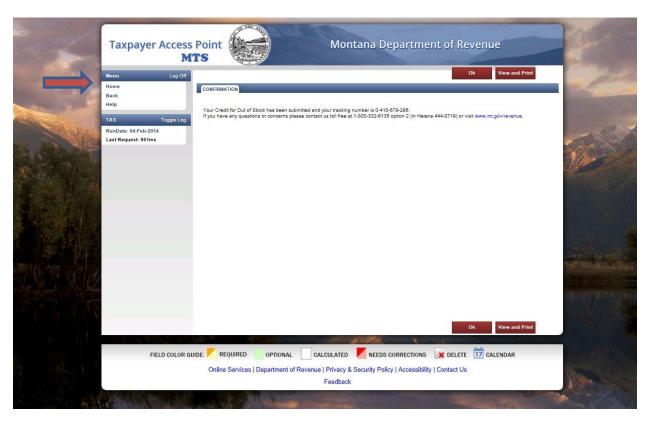
The Credit Request will appear like this and you can adjust the boxes by hovering over the borders and pulling right to expand or left to shrink.

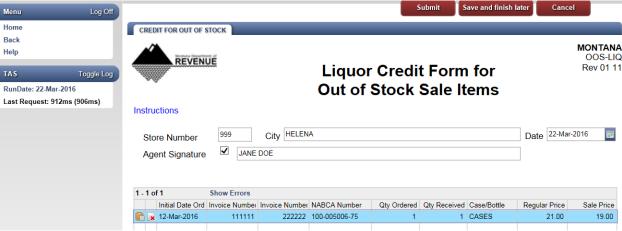


After completing the form, Click "Submit" or "Save and Finish Later".



If you Click "Submit" you will receive a "Confirmation". If you Click "View and Print" it will take you to the "Confirmation" page.

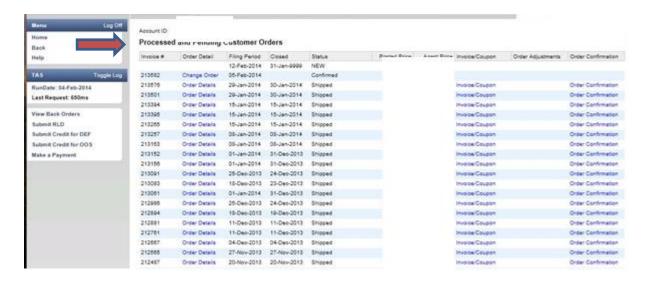




Click "Home" to go to the "Accounts ID" page to continue.



If you select "Ok" it will take you to the "Processed and Pending Customer Orders" page.



Click "Home", Click "Requests" which are in pending status.

